

**KENTUCKY  
ASSOCIATION OF  
STUDENT RECEIVABLE  
OFFICERS  
BYLAWS**



# Kentucky Association of Student Receivable Officers

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## **ARTICLE I: NAME**

This organization shall be known as the KENTUCKY ASSOICATION OF STUDENT RECEIVABLE OFFICERS (the Association) and abbreviated as KASRO.

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## **ARTICLE II: PURPOSE**

- A. To provide a forum for the discussion of common concerns and interchange of ideas and information of interest to institutions of higher education.
- B. To gather and provide information to members on state and federal programs which affect member institutions.
- C. To provide an opportunity for a common voice and participation in broader concerns of higher education at the state and federal levels.
- D. To provide for professional development of its members by promoting conferences, seminars, and other related educational activities.

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## **ARTICLE III: MEMBERSHIP**

### **A. INSTITUTIONAL MEMBERSHIP**

1. Institutional membership is defined as an individual, in good standing, employed by an institution of higher education.
2. To become a member of KASRO, applicants must:
  - a. Register for membership online.
  - b. Pay current fiscal year dues.
  - c. The applicant will become a member once all current fiscal year dues are paid in full.
3. Memberships are non-transferable.
4. Voting is restricted to the paid member.
5. Absentee ballots shall be made available to individual members for officer elections only.
6. Voting by proxy shall not be permitted, for example on ballots for elected officials or during general business meetings.

### **B. ASSOCIATE MEMBERSHIP**

1. Associate membership is defined as an organization, its employees and agents, in good standing, that have an on-going business relationship with college financial management (i.e. Bursars, Business Officers, Collection Managers).
2. Associate members have no vote, unless elected to the Executive Board.
3. In the event an associate member is elected to the Executive Board that member shall have all rights and privileges as an Institutional member, including voting rights.
4. To become an associate member of KASRO, applicants must:
  - a. Register for membership online.
  - b. Pay current fiscal year dues.
  - c. The applicant will become a member once all current fiscal year dues are paid in full.

## **ARTICLE IV: DUES**

- A. Dues and any changes in dues shall be established as needed and approved by the Association by a majority vote.

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- B. Institutional and Associate membership dues are to be paid annually in the first quarter of each fiscal year.
- C. The fiscal year for the Association begins July 1 and ends on the following June 30. After the initial enrollment period, there will be no pro-ration of fees.
- D. Annual membership dues shall be collected by the Treasurer.

All retired and past participating members may be invited by their home institutions or the Association, to the KASRO annual spring meeting at a discounted rate of 50% of the membership fee. This rule is to honor them for their past contributions to KASRO.

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## ARTICLE V: MEETINGS

- A. The Association will hold at least two meetings per year as scheduled by the Executive Board of Directors. One meeting will be scheduled in the Fall and the other meeting scheduled for the Spring. The schedule for the upcoming academic year shall be announced by the Spring meeting.
- B. Additional Association meetings will only be called by the President, after approval by a majority vote of the Executive Board of Directors, following the 30 Day Rule.
- C. Association meetings will only be canceled by the President, after approval by a majority vote of the Executive Board of Directors. All members will be immediately notified of a canceled meeting.
- D. A quorum must be present at an Association meeting in order to conduct business.

### E. EXECUTIVE BOARD OF DIRECTORS MEETINGS

- a. The Executive Board of Directors will meet at least three times during the year; two of those meetings will occur the day before each general session meeting (Fall and Spring) plus one summer meeting. The summer meeting will be a transition meeting where old officers will hand off their duties to the newly elected officers.
- b. Action by the Executive Board of Directors shall take the form of Resolution adopted by majority vote of the members of the Executive Board of Directors.
- c. A special Executive Board of Directors meeting may be called by the President or by a majority of the Board members. It is called to deal with urgent and specific matters of business that cannot wait until the next scheduled Board meeting and cannot deviate from the agenda; all business must pertain to the reason that the special Board meeting was called. Notice of place, time and purpose of the meeting must be distributed to all current Board members not less than 10 calendar days prior to the special meeting date.

### F. EXECUTIVE SESSIONS WITHIN EXECUTIVE BOARD OF DIRECTOR MEETINGS

#### Definition and Description:

An Executive Session is a meeting whose proceedings are highly confidential where important issues are discussed outside the prevue of the general membership. The issues may include, but are not limited to, anything that might embarrass an individual or the organization and; membership, finances, personnel, or other personal and/or private matter. The Executive Session can be held at any time during an Executive Board of Directors meeting. A motion must be made and passed by a majority of the Board members before commencing into executive session.

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Executive Session minutes will be maintained separately in a secure location and will be read and approved only within a subsequent Executive Session. Participants in an Executive Session is limited to current members of the Executive Board of Directors and other special guest(s) as specifically required and requested by the President or Past-President of the Executive Board of Directors.

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## ARTICLE VI: OFFICERS

### A. OFFICERS OF THE ASSOCIATION

- a. President
- b. Immediate Past President
- c. President-Elect
- d. Secretary
- e. Treasurer
- f. Vice-President – Public Relations & Membership
- g. Vice-President – Professional Development
- h. Vice-President – Annual Conference
- i. Vice-President – Technology and Social Media

### B. CONDITIONS OF OFFICE

- a. All Association Offices are elected positions.
- b. Terms of office will be determined by fiscal year. Duration of office may be one or more fiscal years as described below.
- c. Officers will keep their offices until the end of their term or the election of their replacement, whichever comes later, except in the case of resignation or removal from office.
- d. Officers may not keep the same office for more than two consecutive terms.
- e. Members may not run and be elected for positions on the Executive Board of Directors for more than three consecutive terms.
- f. The President may not be nominated for the office of President-Elect.
- g. An officer shall be deemed to have held an office for a full term if the time in office is 50% plus one day of a full term of office either by appointment or election.

### C. TERMS OF OFFICE

- a. The President shall serve a one-year term, immediately following the term served as President-Elect.
- b. The President-Elect shall serve a one-year term and assume the Presidency the following term.



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- c. The Immediate Past-President shall serve a one year term, immediately following the term as President.
- d. The Secretary shall serve a two-year term beginning with the even calendar years.
- e. The Treasurer shall serve a two-year term beginning with the odd calendar years.
- f. The Vice-President- Public Relations & Membership shall serve a two-year term beginning with even calendar years.
- g. The Vice-President-Annual Conference shall serve a two-year term beginning with even calendar years.
- h. The Vice-President-Professional Development shall serve a two-year term beginning with odd calendar years.
- i. The Vice-President-Technology & Social Media shall serve a two-year term beginning with odd calendar years.

## D. DUTIES OF OFFICERS

- a. President
  - i. The President shall oversee and have responsibility for the business of the Association, and shall see that all orders of the Association and the Executive Board of Directors are implemented.
  - ii. The President shall preside at all business meetings and serve as chairperson of the Executive Board of Directors.
  - iii. The President shall approve all expenditures of the Association of more than \$1,000.
  - iv. The President, with the exception of the Nominations Committee, shall appoint chairpersons of Standing Committees.
  - v. The President shall appoint chairpersons of Ad Hoc Committees.
  - vi. The President is an ex officio member of all committees except for the Nominations Committee.
  - vii. The President will represent the Association at an annual National or Regional Business Officer's conference. The Association will pay the expenses of the President to travel to the conference, not to exceed \$2,500, unless approved by the Executive Board. If the President is not able to attend an annual conference

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then the President-Elect can attend a National or Regional conference. If the both the President and President-Elect are unable to attend a National or Regional conference then the Executive Board of Directors will choose another officer to represent the Association at a conference.

- viii. The President shall assist in conference duties as needed such as registration, setup, cleanup, etc.
- ix. The President must be an institutional member as defined above.

b. President-Elect

- i. The President-Elect shall co-share the responsibility of hosting the annual Spring conference.
- ii. The President-Elect shall assist the President with duties/responsibilities as needed.
- iii. The President-Elect shall assist in conference duties as needed such as registration, setup, cleanup, etc.
- iv. The President-Elect must be an institutional member as defined above.

c. Immediate Past President

- i. The Immediate Past President shall assume the responsibility of the President in his/her absence.
- ii. The Immediate Past President shall serve as the Nominating Committee Chair.
- iii. The Immediate Past President shall be the Parliamentarian.
- iv. The Parliamentarian advises the President on parliamentary procedures and policies of the Association.
- v. The Parliamentarian shall conduct annual reviews of the Bylaws, and submit recommendations, if any, to the Executive Board of Directors for amendments.
- vi. The Immediate Past President shall assist in conference duties as needed such as registration, setup, cleanup, etc.
- vii. The Immediate Past President must be an institutional member as defined above.

d. Secretary

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- i. The Secretary shall prepare, maintain, and distribute the minutes of the Association meetings and the Executive Board of Directors meetings.
- ii. The Secretary shall prepare and distribute notices and correspondence, pertaining to the Association business, as directed by the President.
- iii. The Secretary shall act as the Association historian/archivist and is responsible for collecting, organizing, housing and maintaining the Association records and historic documents.
- iv. The Secretary shall maintain and distribute an up-to-date copy of the Association bylaws as well as Policies and Procedures.
- v. The Secretary shall work with the Vice-President – Technology and Social Media to help provide and validate all website content for accuracy.
- vi. The Secretary shall assist in conference duties as needed such as registration, setup, cleanup, etc.
- vii. The Secretary must be and institutional member as defined above.

## e. Treasurer

The Treasurer has the authority to disburse funds to cover lodging expenses for a single room to the annual Fall and Spring conference for all members of the Executive Board of Directors. The Treasurer's personal expenses should be verified by the President prior to reimbursement. In the absence of the President, then the President-Elect can verify the Treasurer's personal expenses.

- i. The Treasurer shall receive, safe keep, and disburse Association monies.
- ii. The Treasurer shall deposit the Association funds in a timely manner.
- iii. The Treasurer shall only disburse funds under an approved budget or plan.
- iv. The Treasurer shall prepare the annual Federal Tax forms for the Association.
- v. The Treasurer shall pay all legal and binding invoices presented on behalf of the Association, as approved by the President.
- vi. The Treasurer is authorized to expend funds, on behalf of the Association, up to, and including \$1,000 without further approval. Expenditures in excess of \$1,000 require approval from the President.
- vii. The Treasurer shall invoice dues or changes in dues after approval from the Association.
- viii. The Treasurer shall present a treasurer's report at each of the Association meetings and the Executive Board of Director's meetings. The Treasurer shall

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- publish the membership approved dues as part of his/her report at the annual Spring meeting.
- ix. The Treasurer shall present a treasurer's report to the President and PresidentElect at the end of each year.
  - x. The Treasurer shall notify the Vice-President – Public Relations and Membership of all membership related activities.
  - xi. To officially end the term of office, the Treasurer shall present the new Treasurer and President-Elect, with a written Treasurer's report.
  - xii. The Treasurer shall prepare for approval a two year running budget by line item to be submitted for approval, by the Association, at the annual Spring conference.
  - xiii. The Treasurer shall reconcile the bank account monthly.
  - xiv. The Treasurer shall provide the Immediate Past President with documentation for the year end audit. If the Immediate Past President is unable to complete the audit then the President will appoint another Executive Board of Director member to complete the audit.
  - xv. The Treasurer must be an institutional member as defined above.
- f. Vice-President – Public Relations and Membership
- i. The Vice-President – Public Relations and Membership shall conduct an annual membership drive.
  - ii. The Vice-President – Public Relations and Membership shall assist the Secretary with the preparation and distribution of the Associations Spring newsletter.
  - iii. The Vice-President – Public Relations and Membership shall maintain the official membership list of institutional members and guests, and their standing in conjunction with the Treasurer.
  - iv. The Vice-President – Public Relations and Membership shall serve as chairperson of the Membership Committee and recruit committee members (The committee shall gather, store and publish the name, address, telephone number, and email address of each KASRO member).
  - v. The Vice-President – Public Relations and Membership shall serve as chairperson of the Lula Darnell Distinguished Service award committee. The Lula Darnell Distinguished Service Award is the highest award given by KASRO and is awarded during the Spring conference. This award is presented to an individual who the association wishes to recognize for his/her

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contributions to the association or the profession. The guidelines for the award are established by the Executive Board of Directors.

- vi. The Vice-President – Public Relations and Membership shall assist in conference duties as needed such as registration, setup, cleanup, etc.
- vii. The Vice-President – Public Relations and Membership can be an institutional or associate member as defined above.

g. Vice-President – Professional Development

- i. The Vice-President – Professional Development shall assist in planning the Fall conference in conjunction with the hosting school.
- ii. The Vice-President – Professional Development shall assist the Secretary with the preparation and distribution of the Associations Fall newsletter.
- iii. The Vice-President – Professional Development shall serve on the Annual conference program committee.
- iv. The Vice-President – Professional Development shall assist in conference duties as needed such as registration, setup, cleanup, etc.
- v. The Vice-President – Professional Development can be an institutional or associate member as defined above.

h. Vice-President – Annual Conference

- i. The Vice-President – Annual Conference shall plan the annual conference for the Association members including finding and coordinating speakers, meeting rooms, reserving group lodging, rooms and vendor display space, and the planning and coordination of group breakfasts, luncheons, dinners and breaks.
  - ii. The Vice-President – Annual Conference shall prepare the agenda and oversee the registration of vendors, sponsors and members for the annual Spring conference.
  - iii. The Vice-President – Annual Conference shall seek financial support for additional activities (i.e. annual 5k run/walk) from appropriate vendors and sponsors, ensuring that the vendors and sponsors receive proper recognition to the membership for their support.
  - iv. The Vice-President – Annual Conference shall serve as chairperson of the Program Committee and recruit committee members.
  - v. The Vice-President – Annual Conference shall serve as a member of the Program Committee in subsequent year.

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- vi. The Vice-President – Annual Conference shall assist in conference duties as needed such as registration, setup, cleanup, etc.
- vii. The Vice-President – Annual Conference must be an institutional member as defined above.
- i. Vice-President – Technology and Social Media
  - i. The Vice-President – Technology and Social Media shall update and maintain KASRO’s website and other social media sites.
  - ii. The Vice-President – Technology and Social Media shall work with Secretary to insure that all pertinent information and updates are posted to KASRO website and other social media sites. This includes, but is not limited to, the KASRO newsletter, updates from the Department of Education, etc.
  - iii. The Vice-President – Technology and Social Media shall assist in conference duties as needed such as registration, setup, cleanup, etc.
  - iv. The Vice-President – Technology and Social Media can be an institutional or associate member as described above.

## E. VACANCY

A vacancy may occur due to a resignation or removal from office.

### a. President

When a vacancy occurs in the presidency and there is more than half of the President’s term remaining, the President-Elect will assume the office of President for the remainder of the current term and vacate the office of President-Elect.

When a vacancy occurs in the presidency and there is less than half of the President’s term remaining, the President-Elect will assume the office of President for the remainder of the current term, continue as President-Elect, and continue in the office as President the next term.

### b. President-Elect

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When a vacancy occurs in the position of President-Elect, the Nominating Committee will nominate an individual for the Office. Elections will be held at the next Association business meeting. The President shall assume duties of a vacant President-Elect office until the election of a new President-Elect.

c. President and President-Elect

When a vacancy occurs in both the offices of the President and the President-Elect, the Immediate Past President shall convene and chair a meeting of the Nominating Committee to develop a slate of candidates and hold elections for the vacant President and President-Elect offices. Until new officers are elected, the Immediate Past President shall assume the duties of the President and President-Elect.

d. Secretary

When a vacancy occurs in the office of Secretary, the Nominating Committee will nominate an individual for the office. Elections will be held at the next Association business meeting. The President-Elect will assume the duties of a vacant Secretary until the election of a new Secretary.

e. Treasurer

When a vacancy occurs in the office of Treasurer, the Nominating Committee will nominate an individual for the office. Elections will be held at the next Association business meeting. The Immediate Past President will assume the duties of a vacant Treasurer until the election of a new Treasurer.

f. Vice-President – Public Relations and Membership

When a vacancy occurs in the office of Vice-President – Public Relations and Membership, the Nominating Committee will nominate an individual for the office. Elections will be held at the next Association business meeting. The Vice-President - Professional Development will assume the duties of a vacant Vice-President – Public Relations and Membership until the election of a new Vice-President – Public Relations and Membership.

g. Vice-President – Professional Development

When a vacancy occurs in the office of Vice-President –Professional Development, the Nominating Committee will nominate an individual for the office. Elections will be held at the next Association business meeting. The Vice-President – Public Relations and Membership will assume the duties of a vacant Vice-President – Professional Development until the election of a new Vice-President – Professional Development.

h. Vice-President – Annual Conference

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When a vacancy occurs in the office of Vice-President – Annual Conference, the Nominating Committee will nominate an individual for the office. Elections will be held at the next Association business meeting. The President-Elect will assume the duties of a vacant Vice-President – Annual Conference until the election of a new Vice-President – Annual Conference.

i. Vice-President – Technology and Social Media

When a vacancy occurs in the office of Vice-President –Technology and Social Media, the Nominating Committee will nominate an individual for the office. Elections will be held at the next Association business meeting. The Immediate Past President will assume the duties of a vacant Vice-President – Technology and Social Media until the election of a new Vice-President – Technology and Social Media.



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## ARTICLE VII: EXECUTIVE BOARD OF DIRECTORS

### A. General Responsibility

The Executive Board of Directors is responsible for the business of the Association under the direction of the President. The Executive Board of Directors shall be responsible for the meeting agendas and programs. The Executive Board of Directors shall also act in emergencies that do not warrant a special meeting of the Association or on matters for which the President seeks their advice and assistance.

The Executive Board of Directors shall keep abreast of pending legislation that affects the Student Receivables Community and shall be prepared to present summaries to the organization at the regular meetings. It will further be the responsibility of the Executive Board of Directors to prepare recommendations for changes in State or National legislation that would benefit the students in post-secondary educational institutions in the Commonwealth of Kentucky, and to promote the purpose of the Association.

### B. Organization and Rules

- a. The members of the Executive Board of Directors shall be the nine elected officers of the Association.
- b. The Executive Board of Directors is chaired by the President. In the absence of the President, the Immediate Past President will chair the meeting. In the absence of the Immediate Past President, the President-Elect will chair the meeting.
- c. A quorum, made up of five members, must be present at the Executive Board of Directors meeting in order to conduct business.
- d. A majority vote or approval of the Executive Board of Directors is defined as five “yes” votes or five “no” votes.

### C. Dues and Bank Accounts

- a. On an as needed basis, the Executive Board of Directors will recommend, for membership approval, any change in the amount of annual membership dues.
- b. The officers of the Association authorized to open and close bank accounts and sign checks on behalf of the Association are the Treasurer, President and President-Elect with the Treasurer being designated the primary signer on all checks.
- c. All recommendations to open or close an Association checking, savings, or investment account must be approved by majority vote of the Executive Board of Directors at a regularly convened meeting.

### D. Executive Board of Directors

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- a. The Executive Board of Directors shall meet three times per year, or more frequently, as needed.
- b. The Executive Board of Directors shall have membership fees waived for all fiscal periods in which they hold an office.

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## ARTICLE VIII: COMMITTEES

### A. Terms of Appointment

All chairperson appointments begin at the time designated by the President unless identified in the Bylaws, and end at the completion of the work or at the end of the fiscal year, whichever comes first. Chairpersons may be reappointed or replaced at the discretion of the President.

### B. Standing Committees

#### a. Membership Committee

The Membership Committee is chaired by the Vice-President – Public Relations and Membership and conducts an annual membership drive.

#### b. Nominations Committee

The Nominations Committee is chaired by the Immediate Past President. The members of the Executive Board or Directors, less the President, are the members of the Nominations Committee. Association elections are to be conducted at the annual Spring meeting during which time the Nominations Committee will present a slate of candidates. If candidate is running unopposed for a position on the board, no vote is necessary. The candidate is automatically elected to the position. The Nominations Committee can hold a special election at the annual Fall conference if positions have been vacated. The Nominations Committee will present a slate of candidates for the special election.

#### c. Long Range Planning Committee

The Long Range Planning Committee shall be chaired by the Immediate Past President. The committee's responsibilities include monitoring adherence to and updating the Associations long range plan, as deemed appropriate. The majority of the Association membership must approve the Long Range Plan.

#### d. Program Planning Committee

The Program Planning Committee shall be chaired by the Vice-President – Annual Conference. The committee's responsibilities include assisting in the planning and preparation of the annual Spring conference.

### C. AD Hoc Committees

The President appoints AD Hoc Committees on an as needed basis.

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## **ARTICLE IX: RULES OF ORDER**

### A. Robert's Rules of Order Newly Revised

The Association follows the latest edition of "Robert's Rules of Order Newly Revised" unless there is a conflict with the Bylaws, in which case the Bylaws take precedence.

### B. 30 Day Rule

Business conducted under the 30 Day Rule may only be conducted after the membership has received 30 days advance written notice of the matter prior to the meeting at which the business will be conducted.

The following business matters fall under the 30 Day Rule:

- a. Changes in Dues
- b. Elections of Officers
- c. Change in Association meeting date(s)
- d. Decision to call an Association meeting
- e. Adoption of amendments to the Bylaws

### C. Executive Board of Directors Quorum

An Executive Board of Directors quorum is defined as five voting members, in Good Standing. A majority vote or approval of the Executive Board of Directors is defined as five "yes" votes or five "no" votes.

### D. Association Meeting Quorum

A Quorum is defined as present when at least 51% of voting members, in Good Standing, are in attendance.

## **ARTICLE X: AMENDMENTS**

The adoption of amendments to the Bylaws of the Kentucky Association of Student Receivables Officers may be made by the Executive Board of Directors and approved by a majority vote of the Associations membership at a duly constituted meeting of the Association or electronically.

## **ARTICLE XI: DISSOLUTION**

The Kentucky Association of Student Receivable Officers (KASRO) may be dissolved only with authorization by its Executive Board of Directors given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of the voting members. Upon dissolution, all remaining assets of KASRO, after payment in full of all its debts, obligations and necessary final expenses, shall be distributed for one more exempt purposes within the meaning of Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any future tax code), as shall be selected by the Executive Board of Directors.